OLYMPUS®

DIGITAL VOICE RECORDER

VN-541PC

USER MANUAL

EN

Thank you for purchasing an Olympus digital voice recorder.
Please read these instructions for information about using the product correctly and safely.
Keep the instructions handy for future reference.

- To ensure successful recording, we recommend that you test the record function and volume before use.
- If there are additions and/or modifications of functions due to firmware update, contents may differ. For the latest information, please visit Olympus website.

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Indications used in this manual

NOTE

Describes precautions and operations that should be absolutely avoided in using the voice recorder.

TIP

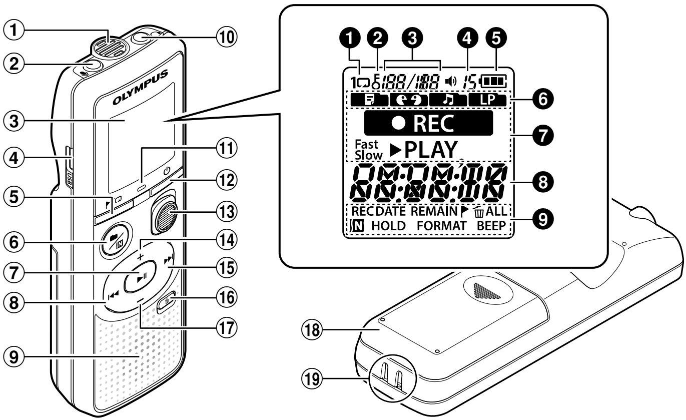
Describes useful information and hints that will help you getting the most out of your voice recorder.

☞

Indicates reference pages describing details or related information.

This manual is advanced version. Additionally, the basic version (Basic Manual), which summarizes basic operation, is also included with this product.

Names of parts



Recorder

① **Built-in microphone**
② 🎤 (microphone) **jack**
③ **Display**
④ **USB connector**
⑤ (index/repeat) **button**
⑥ (recording scene, folder/noise cancel) **button**
⑦ ▶II (playback, pause) **button**
⑧ ◀◀ **button**
⑨ **Built-in speaker**
⑩ 🎧 (earphone) **jack**
⑪ **LED indicator light**
⑫ ⏻ (power, hold) **button**
⑬ **REC** (record) **switch**
⑭ **+ button**
⑮ ▶▶I **button**
⑯ 🗑 (erase) **button**
⑰ **– button**
⑱ **Battery cover**
⑲ **Strap hole**

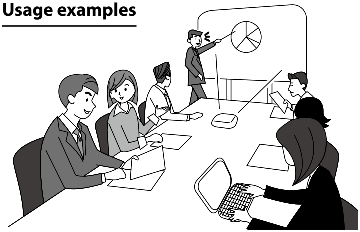
Display

❶ **Repeat**
❷ **File lock**
❸ **File number/Total number of recorded files in folder, A/B repeat**
❹ **Volume**
❺ **Battery**
❻ **Folder** (recording scene)
❼ **Voice recorder status** (recording, playback, fast playback, slow playback)
❽ **Time and date, Recording scene**
❾ **Indicator display area** (recording date, time and date, remain, index/temp mark, erase, noise cancel, hold, format, beep)

Getting started

This product is a voice recorder that is easy to use for all age groups, from children to senior citizens. It can be used in a range of situations, such as in business, or recording memos.

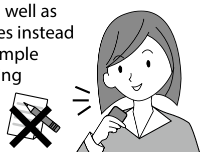
Usage examples

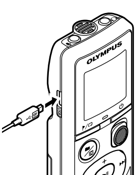


Recording meetings and discussions means that if you miss something important, you can listen to it again as many times as you like to confirm the content.

This recorder also features Noise Cancel function useful for transcription, as well as faster and slower playback.

Record messages as well as changes to schedules instead of taking memos. Simple one-handed recording means it is easier than writing in a notebook.





This voice recorder can also be connected to a PC, and used as mass USB storage. This is convenient for transferring large files such as image data between computers.

Setup

After unpacking the voice recorder, follow the steps below to have it ready for use.

Getting started 1 **Inserting the batteries**

▼

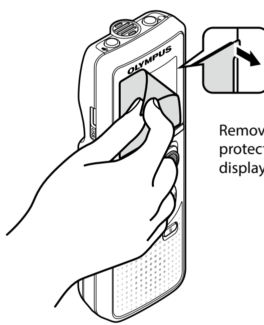
Getting started 2 **Turning the power ON**

▼

Getting started 3 **Setting the time/date**
Set the voice recorder's clock for use with file management.

▼

Getting started 4 **Setting the beeping sounds**



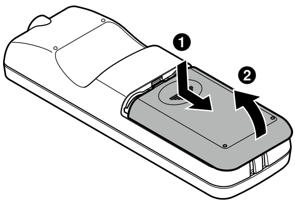
Remove the screen protector on the display.

Setup

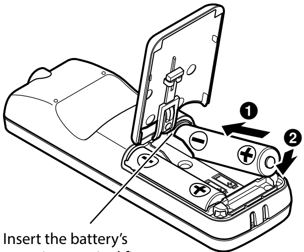
Inserting the batteries

Before using the voice recorder, insert the batteries in the battery compartment of the voice recorder.

1 Slide open the battery cover while pressing down on it.

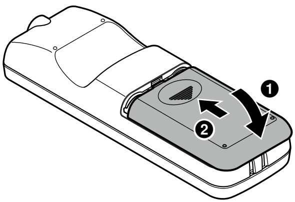


2 Insert the batteries, making sure its positive and negative terminals are placed correctly.



Insert the battery's negative terminal first.

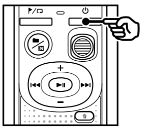
3 Slide the battery cover completely closed.



- Do not close the battery cover while the batteries are still loose.

Turning the power ON

1 While the voice recorder is turned off, press and hold the ⏻ button.



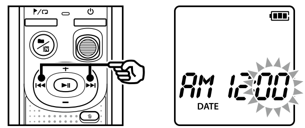
TIP

- If you install batteries for the first time or replaced with new ones, the [**hour**] indicator will flash automatically when the power is turned on.

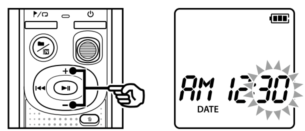
Setting the time/date

Set the time and date beforehand to enable easier management of recorded files.

1 Press the ▶▶I (▶II) or I◀◀ button to select the desired setting item.



2 Press the + or – button to change the number.



- To change the setting of another item, press the ▶▶I or I◀◀ button to move the blinking cursor, then press the **+** or **–** button to change the number.

3 Press the ▶II button to finalize the setting.

TIP

- When setting the hour or minute, each time you press the ■/ℕ button the display changes between the AM/PM and 24-hour clock formats.

Example: 10 : 38 PM

PM 10 : 38 ←→ **22 : 38**
(default format)

- When setting the year, month or date, each time you press the ■/ℕ button the display order used for the date changes.

Example: March 24, 2016

03. 24.'16 ←→ **24. 03.'16**
(default format)

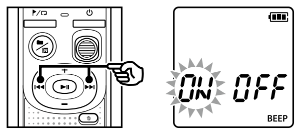
NOTE

- If the batteries in the voice recorder are replaced with new ones, the [**DATE**] screen is displayed automatically when the power is turned on.
- Even if the voice recorder is not used for a long period of time, when the batteries are used up, the time and date must be re-entered.

Setting the beeping sounds

The voice recorder makes beeping sounds when buttons are pressed, or to warn in case of operation errors. You can select whether the voice recorder makes these beeping sounds.

1 Press the ▶▶I or I◀◀ button to select [ON] or [OFF].



[**ON**]
Enables beeping sounds.
[**OFF**]
Disables beeping sounds.

2 Press the ▶II button to finalize the setting.

- After beeping sound has been set, version information will be displayed, and then voice recorder will enter stop mode.

Batteries

Battery indicator

As the battery loses its remaining charge, the battery indicator on the display changes as follows:



- [ ] indicates there is little remaining battery charge. Replace it with a fresh one. When the batteries has run out, [ ] and [**LO**] appear, and operation stops.

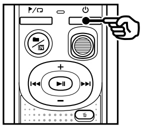
Battery precautions

- The voice recorder does not support manganese batteries.
- Always turn power OFF before replacing the batteries. Files may be damaged if the batteries are removed while the voice recorder is recording or performing an operation such as erasing a file.
- You need to reset the time/date if the batteries are replaced. See "**Setting the time/date**" (☞ P.7) for the procedure.
- When not using the voice recorder for an extended period, always remove the batteries before storage.
- Even if the battery indicator is [ ], playback with the built-in speaker at some volumes may result in a drop in battery output voltage, causing the voice recorder to reset. Lower the volume in this case.
- The continuous battery usage time will vary depending on the performance of the battery in use (☞ P.41).

Turning the power OFF

Existing data, mode settings and the clock setting are saved when the power is turned off.

1 Press and hold the ⏻ button while the voice recorder is in stop mode.



TIP

- Turning the power OFF whenever the voice recorder is not in use minimizes battery consumption.

Power Save mode

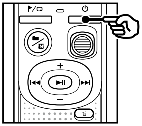
When the voice recorder has been stopped for at least 5 minutes after power ON, the power turns off automatically.

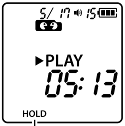
Preventing accidental operation

Setting the voice recorder to HOLD mode maintains the current operation and disables button operations.

Setting HOLD mode

1 Press and hold the ⏻ button during recording or playback.



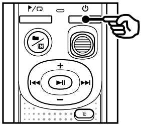


[**HOLD**] appears in the display, and the recorder enters HOLD mode.

- Even if in HOLD mode, the **REC** switch can be moved to the ON and OFF positions.

Releasing HOLD mode

1 Press and hold the ⏻ button during HOLD mode.



TIP

- HOLD mode is automatically released after recording or playback finishes.

NOTE

- When any button is pressed during HOLD mode, [**HOLD**] appears in the display for 2 seconds. No other operation is performed.
- Setting HOLD mode during voice recorder playback (or recording) continues the playback (or recording) operation and prevents any other operation from being performed. (The voice recorder stops when playback ends or when recording ends because, for example, there is no remaining memory space.)

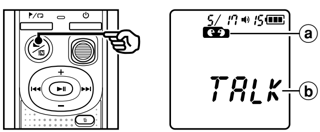
Recording

You can select from four recording scenes on this voice recorder - [**MEMO**], [**TALK**], [**MUSIC**], and [**LP**]. Recorded audio will be stored in the same folder as the selected recording scenes. Each folder can store up to 199 files.

Changing the recording scene

[MEMO]	Suitable for recording your own voice and other sounds that are extremely close.
[TALK]	Suitable for recording meetings held in a small space and other sounds that are fairly close.
[MUSIC]	Suitable for recording realistic audio with exceptional clarity such as live recording of a musical instrument performance or out in the open air.
[LP] LP	Suitable for recording for a long time.

1 **While the voice recorder is in stop mode, press the ■/N button.**



ⓐ Folder in which the recorded file is stored
ⓑ Recording scene

- Press the ■/N button to switch between recording scenes.

TIP

- To record the speaker's voice clearly, set [**MEMO**], and place the voice recorder's built-in microphone near the speaker's mouth (5 to10 cm away).

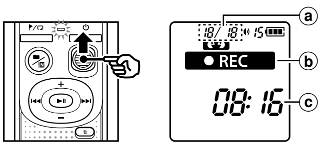
Basic recording procedure

1 Changing the recording scene (☞ **P.11**)**.**

- Each new voice recording file is saved in the selected folder.

2 Point the built-in microphone in the direction of the sound to record.

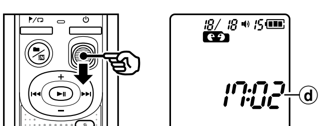
3 Slide the REC switch to start recording in the direction of the arrow.



ⓐ File number/Total number of recorded files in folder
ⓑ Voice recorder status indicator (during recording)
ⓒ Elapsed recording time

- The LED indicator light lights.

4 Slide the REC switch to stop recording in the direction of the arrow.



ⓓ File length

TIP

- Even when the power is turned off, you can immediately start recording by sliding the **REC** switch up.

NOTE

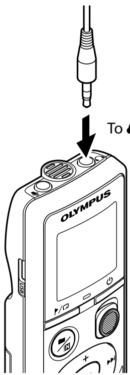
- To prevent the beginning of the recording being cut off, start recording after the LED indicator light has lit or recording indicator has appeared in the display.
- When the remaining possible recording time is 60 seconds, the LED indicator light starts flashing. It flashes more rapidly as the remaining time decreases (at the 30- and 10-second points).
- If the number of files inside the recorder reached 199 or the memory becomes full, you will not be able to record any further, and [**FULL**] will be displayed. You will need to delete unnecessary files to record more (☞ P.24).

Monitoring while recording

You can monitor the recording as you are making it by listening on the earphones plugged into the voice recorder's 🎧 jack. Use the **+** or **–** button to adjust the recording monitor volume.

- The earphones is not supplied.

1 **Connect the earphones to the voice recorder's 🎧 jack.**



- Changing the volume will not affect the recording level.

NOTE

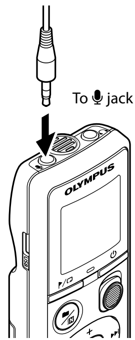
- To avoid unpleasantly loud sound, set the volume to [**00**] before plugging in the earphone.
- To prevent feedback, do not place the earphone near the microphone while recording.

Recording with an external microphone

You can record audio input using an external microphone or other device connected to the voice recorder's 🎙 jack. Do not plug or unplug devices into voice recorder jacks while recording.

- Microphones with plug-in power supplies can be used.

1 **Connect an external microphone to the voice recorder's 🎙 jack.**



2 **Start recording.**

- See "**Recording**" (☞ P.12) for descriptions of recording operations.

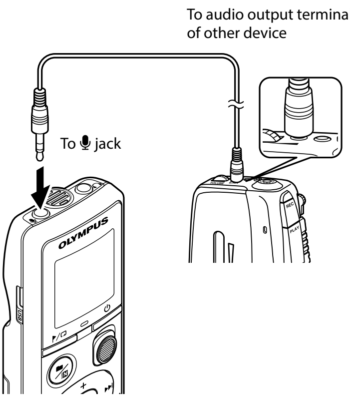
TIP

- See "**Accessories (optional)**" (☞ P.34) for the compatible external microphones.

Recording from another connected device

Recording audio from another device with this recorder

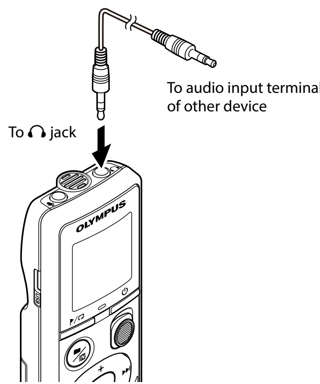
Audio can be recorded when you have connected the audio output terminal (earphone jack) of another device and the 🎙 jack of the recorder by using the connecting cord KA333 (optional).



- When recording from a connected external device, perform a test recording and adjust the output level of the connected device as needed.

Recording audio from this recorder with another device

Audio from this recorder can be recorded to another device by connecting the audio input terminal (microphone jack) of the other device and the 🎧 jack of this recorder using the connecting cord KA333 (optional).



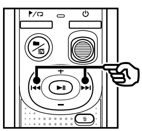
Playback

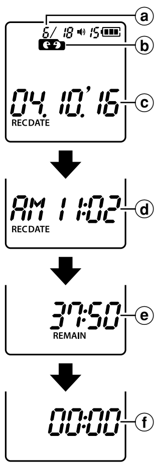
In addition to files recorded by the voice recorder, you can also play files in WMA format transferred from a PC.

Basic playback procedure

1 Select the file to play from the folder containing it.

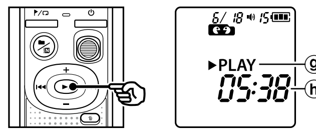
- Immediately after selecting the file, the following file information will be displayed in order.





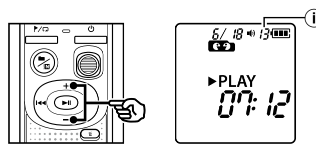
ⓐ Current file number
ⓑ Current folder
ⓒ Recording date
ⓓ Recording time
ⓔ File length
ⓕ File start

2 Press the ►II button to start playback.



ⓖ Voice recorder status indicator (during playback)
ⓗ Elapsed playback time

3 Press the + or – button to adjust the volume to the desired level.



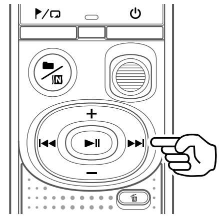
ⓘ Volume

- The volume can be adjusted to a setting between [**00**] to [**30**]. The higher the number, the louder the volume.
- If the volume is set too loud, a warning screen may appear.

4 Press the ►II button to stop playback.

- The file being played stops right away. The resume function automatically stores the playback stop position in memory. The position is retained even if the power is turned off. The next time the power is turned on, playback can be resumed from the stop position stored in the memory.
- If the end of a file is reached without the ►II button being pressed, then it will stop at the beginning of the next file.

Fast-forwarding



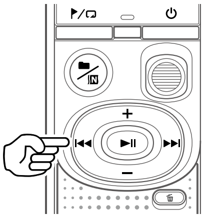
1 Press and hold the ►►I button during playback.

- Playback starts from the current position when you release the ►►I button.
- If an index mark or temp mark in the file is reached, fast-forwarding stops at the mark (☞ P.23).
- Fast-forwarding stops when the end of the file is reached.

TIP

- Press the ►►I button during playback to skip forward 10 seconds.

Rewinding



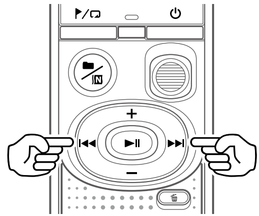
1 Press and hold the ⏮ button during playback.

- Playback starts from the current position when you release the ⏮ button.
- If an index mark or temp mark in the file is reached, rewinding stops at the mark (☞ P.23).
- Rewinding stops when the beginning of the file is reached.

TIP

- Press the ⏮ button during playback to rewind 3 seconds.

Skipping to the beginning of a file



Skipping to the beginning of the next file

1 Press the ⏭ button while the voice recorder is in stop mode.

Skipping to the beginning of the current file

1 Press the ⏮ button while the voice recorder is in stop mode.

Skipping to the beginning of the previous file

1 Press the ⏮ button when the playback position is the beginning of the file.

TIP

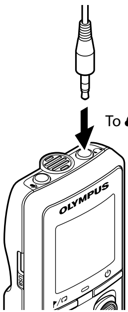
- To skip the files continuously, pressing the ⏭ or ⏮ button while the recorder is in stop mode.

Playback through the earphones

You can connect the earphones to the voice recorder's 🎧 jack and listen to playback through them.

- The earphones are optional.

1 Connect the earphones to the voice recorder's 🎧 jack.



2 Press the ▶II button to start playback.

- There will be no sound from the speaker when the earphones are connected.

⚠ **CAUTION**

- Avoid excessive volume when listening to playback through the earphones.
  It may cause hearing damage or loss.

NOTE

- To avoid unpleasantly loud sound, set the volume to [**00**] before plugging in the earphone.
- If the volume is set too loud, a warning screen may appear.

Music files

If a music file transferred to the voice recorder is unplayable, check that its sampling rate, bit count and bit rate values are within the supported ranges. The sampling rate, bit count and bit rate combinations supported for music file playback by the voice recorder are shown below.

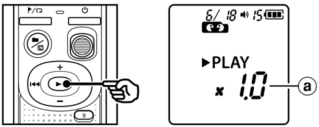
File format	Sampling rate	Bit rate
WMA format	8 kHz, 22.05 kHz, 44.1 kHz	5 to 320 kbps

- Even if the file formats is compatible for playback on this recorder, the recorder does not support every encoder.

Changing the playback speed

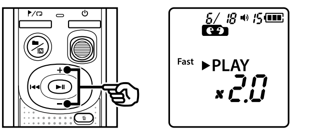
Changing the playback speed is handy for speeding up conference presentations, or for slowing down parts difficult to discern when learning a language.

1 Press and hold the ▶II button during playback.



ⓐ Playback speed

2 Press the + or – button.

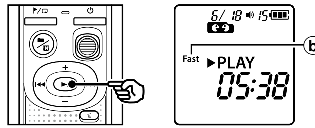


- The playback speed can be adjusted between [**x0.5**] and [**x2.0**] in 0.1 increments.
- The playback speed increases when the **+** button is pressed, and decreases when the **–** button is pressed.
- To return to the normal playback speed, set the setting to [**x1.0**].

TIP

- Press and hold the ▶II button on the playback speed screen to return to [**x1.0**] at once.

3 Press the ▶II button to finalize the setting.



ⓑ Voice recorder status indicator (during fast-playback)

NOTE

- Altered playback speed settings are retained even after power OFF.
- Changing the playback speed will make the battery deplete more quickly.
- Noise Cancel function will not be available while you are changing the playback speed (☞ P.21).

Fast playback restrictions

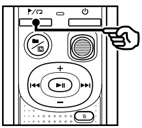
Depending on their sampling frequency and bit rate, some files may not play normally.
In this case, you will need to reduce the playback speed.

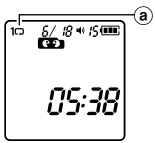
Repeat playback

Folder/File repeat playback

You can select the repeat range in the file or the folder.

1 Press and hold the ⚑/🔁 button while the voice recorder is in stop mode.





ⓐ Repeat indicator

[🔁]:
Plays the files in the current folder repeatedly.

[1🔁]:
Plays the current file repeatedly.

- Press and hold the ⚑/🔁 button to switch repeat settings.

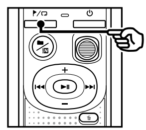
2 Release the ►II button to finalize the setting.

A/B repeat playback

The voice recorder has a function with which you repeat the playback of a portion (segment) of the file being played.

1 Select a file for A/B repeat playback, and start playback.

2 Press and hold the ⚑/🔁 button when playback reaches the desired start position for A/B repeat playback.





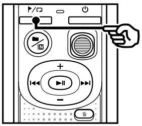
- [**A**] will flash on the display.

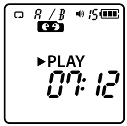
TIP

- You can change the playback speed (☞ P.19), and fast-forward/rewind (☞ P.16, P.17) when the [**A**] indicator is blinking.
- If playback reaches the end of the file when the [**A**] indicator is blinking, the end of the file is treated as the segment end position, and repeat playback starts.

Repeat playback

3 **Press and hold the ⁄ button again when playback reaches the desired end position for A/B repeat playback.**





- Segment A/B is set, and A/B repeat playback starts.

4 **Press the ▶II button.**

- Playback stops. The playback segment specified for this function is retained.

NOTE

- You cannot write index marks or temp marks during A/B repeat playback.

Canceling A/B repeat playback

1 **Press and hold the ⁄ button while the voice recorder is in stop mode, or during playback.**

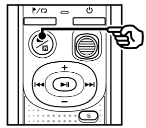
NOTE

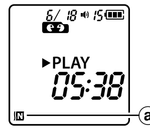
- A/B repeat playback function will be cancelled in case position of the file reaches beginning or end of the file by pressing the ▶▶I or I◀◀ buttons.

Reducing noise during playback (Noise Cancel)

Use the Noise Cancel function to reduce noise when a recorded voice is difficult to discern.

1 **Press and hold the ⁄N button while the voice recorder is in stop mode, or during playback.**





ⓐ Noise Cancel indicator

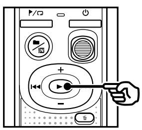
NOTE

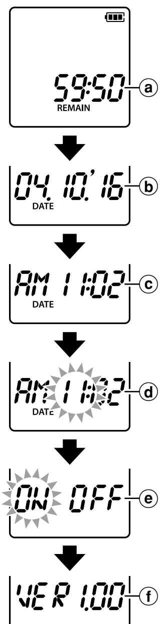
- Using the Noise Cancel function will make the battery deplete more quickly.
- Noise Cancel function will not be available while you are changing the playback speed (☞ P.19).

Changing the information screen

Press and hold the ►II button while the voice recorder is in stop mode to display the remaining recording time, as well as the current time/date. Continue press and hold the ►II button to display the time/date settings screen (☞ P.7).

1 Press and hold the ►II button while the voice recorder is in stop mode.





ⓐ Remaining possible recording time
ⓑ Current date
ⓒ Current time
ⓓ Setting the time/date
ⓔ Setting the beeping sounds
ⓕ Version information

Preventing accidental file erasure (File Lock)

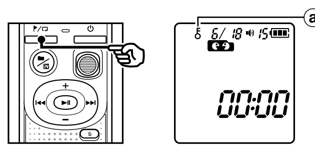
With the file lock feature you can lock important files to prevent them being accidentally erased. Once locked, file is not erased even if the operation for erasing all the files in its folder is performed (☞ P.24).

NOTE

- Select the file you want to lock, and stop at the start of the file.

1 Select the file you want to lock.

2 Press the ⏵/⮒ button while the voice recorder is in stop mode.



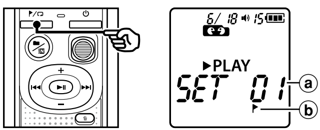
ⓐ File lock indicator

Index marks/temp marks

Writing an index mark or temp mark in a file enables you to quickly access desired position in the file with the same operations used for fast-forwarding, rewinding or skipping to the start of a file. Files created using this voice recorder have index marks written to them. It may not be possible to write index marks to files created using other Olympus recorders. Files to which index marks cannot be written have temp marks written. Additionally, temp marks are written to files created with other than Olympus devices.

Writing an index mark/temp mark

1 **When the desired position has been reached press the ▶/⊡ button to write an index mark or temp mark.**



ⓐ Number of the index mark/temp mark
ⓑ Index mark/temp mark indicator

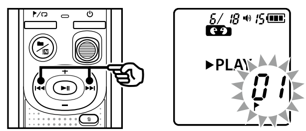
NOTE

- Temp marks are temporary markings. They are automatically erased when you select a different file, or when recorder is connected to a PC.
- You can write up to 99 index marks/ temp marks in a single file. The message [**FULL**] appears if you attempt to write more than 99 marks.
- You cannot write or erase index marks/ temp marks in files that have been locked by the file lock function (☞ P.22).
- Index marks/temp marks cannot be written to the beginning of files.
- If the files created on this voice recorder are played back on a PC, the index marks may not be retained.

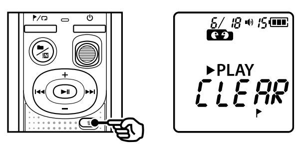
Erasing an index mark/temp mark

1 **Select a file that contains index mark/temp mark you want to erase and start playback.**

2 **Use the ▶▶I or I◀◀ button to select the index mark/temp mark you want to erase.**



3 **When the number of the index mark/temp mark to erase is being shown (for about 2 seconds) in the display, press the 🗑 button.**



- Any subsequent index marks/temp marks in the file are automatically renumbered.

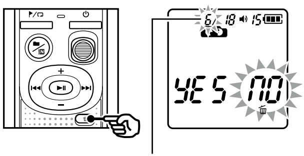
Erasing files

This section describes how to erase a single unnecessary file from a folder, erase all the files in the current folder at once. Files cannot be restored after being erased, so please check carefully before erasing a file.

Erase a single file

1 Select the file you want to erase.

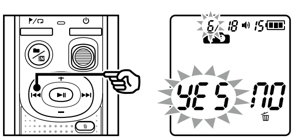
2 Press the 🗑 button while the voice recorder is in stop mode.



The file of this number is erased. After it is erased, renumbering is performed automatically.

- The voice recorder returns to the stopped mode if no operation is performed for 8 seconds.

3 Press the ⏮ button to select [YES].



4 Press the ▶ǁ button.

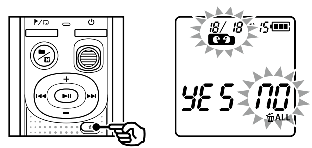
- [**END**] appears when the process has finished.

Erase all the files in the folder

1 Select the folder from which to erase all files.

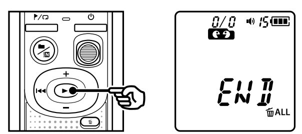
2 Press the 🗑 button while the voice recorder is in stop mode.

3 Press the 🗑 button again.



4 Press the ⏮ button to select [YES].

5 Press the ▶ǁ button.



- [**END**] appears when the process has finished.

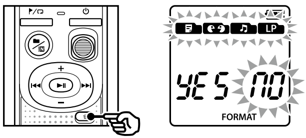
NOTE

- Locked files and read-only files cannot be erased (☞ P.22).
- If there is a file that cannot be recognized by the recorder, the file will not be erased. The voice recorder must be connected to a PC to erase these files.
- Before erasing a file, replace the battery to ensure it will not run out before the process has finished. Erasing processes can take over 10 seconds to complete. To prevent the risk of damage to data, never remove the battery before an erasing process has finished.

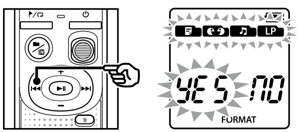
Formatting the internal memory

Formatting the internal memory erases all existing files saved on it. Be sure to transfer all important files to a PC before formatting.

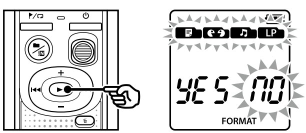
1 **While the voice recorder is in stop mode, press and hold the 🗑 button for more than 3 seconds.**



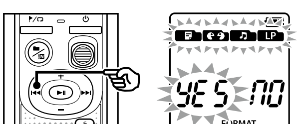
2 **Press the ⏮ button to select [YES].**



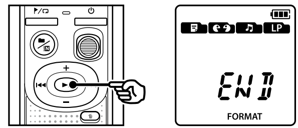
3 **Press the ▶II button.**



4 **Press the ⏮ button to select [YES] again.**



5 **Press the ▶II button.**



- [**END**] appears when the process has finished.

NOTE

- Never format the voice recorder from a PC.
- Formatting erases all the existing data, including locked files and read-only files.
- Time/date settings as well as various set content will retain information from before formatting.
- Before formatting, replace the battery to ensure it will not run out before the process has finished. The formatting process can sometimes take over 10 seconds to complete. To prevent the risk of damage to data, never remove the battery before a formatting process has finished.
- Even when formatting or erasing (☞ P.24) is performed, only the file management information of the internal memory is updated and the recorded data is not completely erased. Before giving the voice recorder to somebody or disposing of it, perform initialization and then record silence until there is no recording time remaining in order to prevent the leakage of personal information.

PC operating environment

The requirements shown are the operating environments needed for using a USB connection to save files recorded by the voice recorder on a PC.

Windows

Operating system: Microsoft Windows Vista/7/8/8.1/10 standard installation

PC: Windows PC with at least one available USB port

Macintosh

Operating system: Mac OS X 10.5 to 10.11 standard installation

PC: Apple Macintosh series PC with at least one available USB port

NOTE

- Even when the requirements for the operating environment are satisfied, updated versions, multiboot environments, self-modified PCs and other compatible machines will not be covered under the operational warranty.

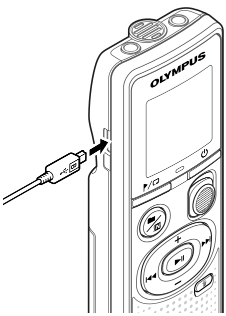
PC connection precautions

- When uploading or downloading a file to or from the voice recorder, data transfer will continue as long as the voice recorder's LED indicator light is flashing. Never disconnect the USB connector before data communication has finished. Always use the procedure on ☞ P.29 to disconnect the USB connector. Data may not be transferred correctly if you disconnect the connector before the drive has stopped.
- Do not format (initialize) the voice recorder's drive from a PC. Formatting done from a PC will not be done correctly.
- Voice recorder folders or files that are moved or renamed in a Windows or Macintosh file management screen may be reordered or become unrecognizable.
- Note that it will still be possible to read and write data on the voice recorder after setting the attribute of the voice recorder's drive to 'Read only' on a PC.
- To prevent nearby electronic devices being affected by noise, disconnect the external microphone and earphones when connecting the voice recorder to a PC.

PC connection/disconnection

Connecting the voice recorder to a PC

1. **Start the PC.**
2. **Connect the USB cable to the USB port of the PC.**
3. **After making sure the voice recorder is in stop mode, connect the USB cable to the connecting port on this recorder.**



TIP

- Windows: The voice recorder is recognized and displayed in the [**Computer**] folder with the model name as the drive name.
- Macintosh: The voice recorder is recognized and displayed on the desktop with the model name as the drive name.
- For information on the PC's USB port, see the PC's user manual.

NOTE

- Insert the USB connector securely all the way. Operation will not be normal if the connection is not made properly.
- Connecting the voice recorder through a USB hub may result in unstable operation. Do not use a USB hub if operation is unstable.
- Use only a compatible Olympus micro USB cable. Operation is not guaranteed if another manufacturer's cable is used. Only use the Olympus micro USB cable with the voice recorder and never use it with another manufacture's products. Once the included micro USB cable is broken or lost, please contact the Customer Support Center.

PC connection/disconnection

Disconnecting the voice recorder from a PC

Windows

1 Click [ ] on the task bar in the lower right hand corner of the screen and click [Eject DIGITAL VOICE RECORDER].



- The letter used to identify the drive will vary according to your PC.
- When the window indicating it is safe to remove hardware appears, close the window.

2 Check that the LED indicator light of the voice recorder has stopped blinking and then disconnect the USB cable.

Macintosh

1 Drag-and-drop the removable disk icon for the voice recorder shown on the desktop to the trash can icon.



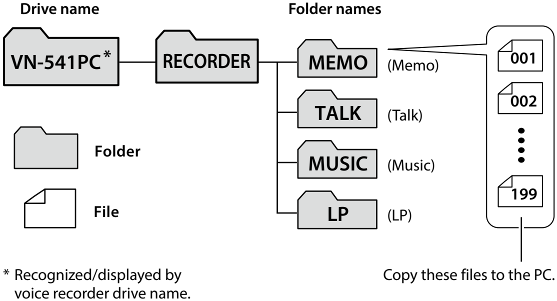
2 Check that the LED indicator light of the voice recorder has stopped blinking and then disconnect the USB cable.

NOTE

- To prevent the risk of data damage, never disconnect the voice recorder from the USB port while the LED indicator light is flashing.

Loading a file to a PC

Files recorded with the built-in microphone are saved in a folder named [**RECORDER**] on the PC. You can copy voice recorder files to any folder on the PC.



Windows

1 **Connect the voice recorder to the PC (☞ P.28).**

2 **Open Windows Explorer.**

- When you open [**Computer**], the voice recorder is recognized and displayed with the model name as the drive name.

3 **Click on the folder labeled with your voice recorder's model name.**

4 **Copy the desired data to the PC.**

5 **Disconnect the voice recorder from the PC (☞ P.29).**

Macintosh

1 **Connect the voice recorder to the PC (☞ P.28).**

- When the voice recorder is connected to the Macintosh operating system, it is recognized and displayed on the desktop with the model name as the drive name.

2 **Double-click the removable disk icon labeled with your voice recorder's model name.**

3 **Copy the desired data to the PC.**

4 **Disconnect the voice recorder from the PC (☞ P.29).**

NOTE

- To prevent the risk of data damage, never disconnect the voice recorder from the USB port while the LED indicator light is flashing.

Troubleshooting

Problem	Alarm message	Possible cause	Solution
The display is blank.	—	The batteries are not inserted properly.	Check that the positive and negative terminals of the batteries are placed correctly (☞ P.6).
	LO	The remaining battery power is low.	Replace the batteries (☞ P.6).
	—	The power is OFF.	Turn the power ON (☞ P.7).
Unable to operate the voice recorder.	**LO**	The remaining battery power is low.	Replace the batteries (☞ P.6).
	—	The power is OFF.	Turn the power ON (☞ P.7).
	HOLD	The voice recorder is in HOLD mode.	Release HOLD mode (☞ P.10).
Unable to record.	**FULL**	There is no remaining memory.	Erase unnecessary files (☞ P.24).
	FULL	The maximum number of recordable files (199) has been reached.	Erase unnecessary files (☞ P.24).
Playback is inaudible.	—	The earphones are connected to the 🎧 jack.	To output the playback through the built-in speaker, disconnect the earphones.
	—	The volume is set to [**00**].	Adjust the volume (☞ P.15).
The recording is too quiet.	—	The output level of the connected external device may be too low.	Adjust the output level of the external device.
Missing audio file.	**NO FILE**	The file was recorded in a different folder.	Select another folder.

Troubleshooting

Problem	Alarm message	Possible cause	Solution
Noise during playback.	—	Objects brushed against the voice recorder while recording.	Try your best not to touch the voice recorder during recording.
	—	The voice recorder was placed near a mobile phone or fluorescent light during recording or playback.	Redo the operation with the voice recorder in a different location.
Unable to erase a file.	**LOCK**	The file is locked.	You must unlock the file before you can erase it (☞ P.22).
	LOCK	The file is a read-only file.	Unlock the file, or undo the read-only setting on a PC.
Noise when monitoring a recording.	—	Feedback is being caused.	Connecting a speaker with a built-in amplifier may cause feedback during recording. Using the earphones to monitor recording is recommended.
			Adjust the recording setup such as by moving the earphones and microphone farther apart, or ensuring the microphone is not facing the earphones.
Unable to write index marks/temp marks .	**FULL**	The maximum number of marks (99) has been reached.	Erase unnecessary marks (☞ P.23).
	LOCK	The file is locked.	Unlock the file (☞ P.22).
	LOCK	The file is a read-only file.	Unlock the file, or undo the read-only setting on a PC.
Playback speed is fast (or slow).	—	Playback speed function is set to anything other than [**x1.0**].	Set the playback speed function setting to [**x1.0**] (☞ P.19).
Memory error.	**ERROR**	An internal memory error occurred.	Contact the Olympus Customer Support Center (☞ back cover).
Format error.	**ERROR**	A formatting problem occurred.	Format the memory again (☞ P.26).

Recorder care

● Exterior

- If the voice recorder gets dirty, wipe gently with a soft cloth. If the recorder gets very dirty, soak the cloth in mild soapy water and wring well. Wipe the recorder with the damp cloth and then wipe it with a dry cloth.

● Display

- If the display gets dirty, wipe gently with a soft cloth.

NOTE

- Do not use benzene, alcohol or other strong solvents, or chemical cleaning cloths.

Accessories (optional)

Accessories for Olympus voice recorders can be purchased directly from the Online Shop on the Olympus website.
Availability of accessories differs depending on the country.

ME52W mono microphone (unidirectional)

Designed to record sound from a distance while minimizing the impact of surrounding noise.

ME34 compact zoom microphone (unidirectional)

Comes with an integrated stand ideal for table placement when recording events from a distance, such as conferences or lectures.

ME33 boundary microphone

A microphone for recording conferences that enables connection of up to three left- and three right-channel units. Cascade connection enables the left/ right channel connections to be extended up to about 12 meters, to capture sound from a broad range.

ME15 mono tie clip microphone (omnidirectional)

A small, unobtrusive microphone that comes with a tie-clip.

TP8 telephone pickup microphone

An earphone microphone that can be worn in the ear during phone calls. Clearly captures voices and conversations during phone calls.

KA333 connecting cord

A resistive connection cord with stereo mini-plugs (3.5 mm diameter) on both ends. Used to connect the earphone jack output to the line input when recording. Comes with plug adapters (PA331/ PA231) that adapt to mono mini plugs (3.5 mm diameter) or mono mini mini plugs (2.5 mm diameter).

CS131 Carrying case

Copyright and trademark information

- The information in this document is subject to change in future without prior notice. Contact Olympus Customer Support Center for the latest product names, model numbers and other information.
- Voice recorder displays and product illustrations shown in this manual may differ from the actual product. While every precaution has been taken to ensure the accuracy of the information in this manual, errors may occasionally arise. Any questions or concerns regarding doubtful information, or possible errors or omissions should be directed to the Olympus Customer Support Center.
- Olympus Corporation is the copyright holders of this manual. Copyright law prohibits unauthorized reproduction of this manual, or unauthorized distribution of reproductions thereof.
- Note that Olympus will assume no liability in the event of damages, lost earnings, or any claims from third parties resulting from improper use of the product.

Trademarks and registered trademarks

- Microsoft and Windows are registered trademarks of Microsoft Corporation.
- Macintosh is a trademark of Apple Inc.

All other brand or product names in this manual are the trademarks or registered trademarks of their respective owners.

Safety precautions

Before using the voice recorder, read this manual to ensure correct and safe operation. After reading this manual, be sure to keep it on hand for ready reference whenever needed.

Important safety precautions

- Important safety precautions in this manual are accompanied by the symbol and labels below. Always follow these precautions to prevent harming yourself or others, or causing damage to property.
- The meaning of each precaution type is given below.

⚠ DANGER

A precaution about an imminent danger that is expected to result in death or serious injury if equipment is handed incorrectly.

⚠ WARNING

A precaution about a situation that is expected to potentially result in death or serious injury if equipment is handled incorrectly.

⚠ CAUTION

A precaution about a situation that is expected to potentially result in injury, or is expected to result only in property damage, if equipment is handled incorrectly.

Voice recorder safety precautions

⚠ WARNING

- **Do not use the voice recorder in an atmosphere that might contain flammable or explosive gases.**
  It may cause fire or explosion.
- **Do not attempt to disassemble, repair or modify the voice recorder.**
  It may cause electric shock or injury.
- **Do not operate the voice recorder while operating a vehicle (such as a bicycle, motorcycle or car).**
  It may cause traffic accidents.
- **Do not leave the voice recorder in a location accessible to infants and children.**
  Pay attention when using the voice recorder near an infant or child, taking care not to leave it unattended. Infants and children are unable to understand voice recorder safety precautions, and are at risk of accidents such as:
  - Strangulation caused by accidental entanglement of the earphone cord around the neck.
  - Operation errors resulting in injury or electric shock.
- **If you notice unusual odor, noise, heat, burning odor or smoke coming from the recorder:**
  It may cause fire or burns. Remove the battery immediately, taking care not to burn yourself. Contact your place of purchase or an Olympus repair center or service center. (Do not touch the battery with bare hands when removing it. Remove the battery outdoors, and away from flammable objects.)

- **If the voice recorder is dropped in water or, if water, metal or combustible foreign matter gets inside:**
  ① Remove the battery immediately.
  ② Contact your place of purchase or an Olympus service center for repair. Continued use may result in fire or electric shock.
- **Do not use the voice recorder or use it only as directed in airplanes, hospitals or other locations where use of electronic devices is restricted.**
- **When carrying the voice recorder by its strap, take care to prevent it becoming caught on other items.**

⚠ CAUTION

- **Do not raise the volume before performing an operation.**
  Hearing damage or loss may result.

Batteries

⚠ DANGER

- **Do not place the battery near ignition sources.**
- **Do not incinerate, heat or disassemble the battery. Do not short-circuit the battery's positive and negative electrodes.**
  It may cause fire, ruptures, combustion or overheating.
- **Do not solder connections directly onto the battery. Do not deform, modify or disassemble the battery.**
- **When carrying or storing the battery, always place it in the case and protect its terminals. Do not carry or store the battery together with precious metal items such as key rings.**
  It may cause overheating, electric shock or fire.
- **Do not connect the battery directly to a power outlet or car cigarette lighter.**
- **Do not use or leave the battery in a hot location such as in direct sunlight, inside a vehicle on a hot day, or near a room heater.**
  It may cause fire, burns or injuries from leaking, overheating or ruptures.
- **Battery fluid in the eyes may cause blindness. If battery fluid gets in eyes, do not rub the eyes. Instead, rinse them thoroughly with tap water or other clean water right away. Go to doctor immediately.**

⚠ WARNING

- **Do not touch or hold the battery with wet hands.**
  It may cause electric shock or malfunctions.
- **Do not use a battery with a scratched or damaged case.**
  It may cause ruptures or overheating.
- **Keep the battery out of the reach of infants and children.**
  The battery could be swallowed by infants and children. If swallowed, go to doctor immediately.

- **Do not submerge the battery in freshwater or saltwater, or allow its terminals to become wet.**
- **Discontinue use of the battery if it develops a problem such as leaking, discoloration or deformation.**
- **Battery fluid on clothing or skin may damage the skin, so rinse the battery fluid off right away with tap water or other clean water.**

⚠ CAUTION

- **Do not throw the battery around, or subject it to strong shocks.**
- **Do not use a battery with a torn casing seal (insulating covering).**
- **Always remove the battery when the voice recorder will not be used for an long period.**
- **Remove the battery from the voice recorder as soon as the battery becomes unusable. It may cause leakage.**

Operating precautions

- Do not leave the voice recorder in hot or humid locations such as in direct sunlight inside a vehicle, or on a beach during summer.
- Do not store the voice recorder in humid or dusty locations.
- If the voice recorder becomes wet or damp, wipe off the moisture right away with a dry cloth. Contact with salt water should be particularly avoided.
- Do not place the voice recorder on top of or near a TV, refrigerator or other electrical appliance.
- Prevent sand or mud from getting on the voice recorder. It may cause product not to be repairable.
- Do not subject the voice recorder to intense vibrations or shocks.
- Do not use the voice recorder in humid locations.
- Placing a magnetic card (such as a bank cash card) near the speaker or earphones may cause errors in the data stored on the magnetic card.
- Noise may be heard when the voice recorder is placed near an electric lamp line, fluorescent light or a mobile phone during recording or playback.

Safety precautions

<Data loss precautions>

- Recorded content in the internal memory may be destroyed or lost due to reasons such as operating errors, device failure or repair.
- Also, when content is saved in the internal memory for long period of time or is used repeatedly, operations such as writing to, reading from, or erasing of contents may not be possible.
- Making a backup of important recorded information and saving it on a PC's hard disk or other recording media is recommended.
- Note that Olympus will assume no liability for damages or lost earnings resulting from recorded data damage or loss, regardless of the nature or cause thereof.

<Recorded file precautions>

- Note that Olympus will assume no liability for recorded files being erased or becoming unplayable due to voice recorder or PC failure.
- Recording of copyrighted material is permitted when the recording is for your personal use only. Any other type of use without the permission of the copyright owner is prohibited by copyright law.

<Voice recorder disposal precautions>

- Even when formatting (☞ P.26) or erasing (☞ P.24) are performed, only the file management information of the internal memory is updated and the recorded data is not completely erased. When disposing of the voice recorder, be sure to destroy it, format and record silence until the recording time runs out, or perform a similar operation in order to prevent the leakage of personal information.

Specifications

General items

■ Recording/Playback formats

WMA format

■ Sampling frequency

WMA 32 kbps	44.1 kHz
WMA 16 kbps	22.05 kHz
WMA 5 kbps	8 kHz

■ Maximum working output

200 mW (8 Ω speaker)

■ Maximum output voltage

Recorder: ≦ 150 mV
(according to EN 50332-2)

■ Recording media*

Internal NAND flash memory: 4 GB

* Some recording media memory capacity is used as a management area, so the actual usable capacity will always be slightly less than the displayed capacity.

■ Speaker

Built-in 20 mm diameter round dynamic speaker

■ Microphone jack

3.5 mm diameter; Impedance: 2 kΩ

■ Earphones jack

3.5 mm diameter; Impedance: 8 Ω minimum

■ Power source

Two AAA dry cell batteries (model LR03)

■ External dimensions

108 × 37.5 × 20 mm
(Not including largest projection)

■ Weight

67 g (including battery)

■ Operating temperature

0 to 42°C (32 to 107.6°F)

Frequency response

■ During recording

MEMO	200 Hz to 7 kHz
TALK	200 Hz to 13 kHz
MUSIC	40 Hz to 13 kHz
LP	200 Hz to 3 kHz

■ During playback

20 Hz to 20 kHz
(The upper and lower limit values of the frequency response depend on each recording format.)

Specifications

Battery life

The figures below are guideline values.

■ When recording with built-in microphone

TALK	52 hours (approx.)
MUSIC	52 hours (approx.)
MEMO	52 hours (approx.)
LP	60 hours (approx.)

■ During audio file playback

During speaker playback

TALK	21 hours (approx.)
MUSIC	21 hours (approx.)
MEMO	22 hours (approx.)
LP	23 hours (approx.)

During earphone playback

TALK	45 hours (approx.)
MUSIC	45 hours (approx.)
MEMO	46 hours (approx.)
LP	46 hours (approx.)

NOTE

- The battery life figures shown here were determined using an Olympus test method. Actual battery life figures will vary greatly according to the battery used and usage conditions (Changing the playback speed or using the Noise Cancel function may affect the battery life).

Recording time

The figures below are guideline values.

TALK/MUSIC (WMA 32 kbps)	251 hours (approx.)
MEMO (WMA 16 kbps)	495 hours (approx.)
LP (WMA 5 kbps)	1570 hours (approx.)

NOTE

- Actually available recording times may be shorter than the figures shown here when making short recordings repeatedly (Equipment displays of available/elapsed recording times should be considered guideline values).

Maximum recording time per file

Regardless of the amount of remaining memory, the maximum recording time per file is restricted to the following values.

WMA 32 kbps	26 hours, 40 minutes (approx.)
WMA 16 kbps	53 hours, 40 minutes (approx.)
WMA 5 kbps	148 hours, 40 minutes (approx.)

Note that voice recorder specifications and appearance are subject to change without prior notice for performance improvements or other upgrading.

For customers in North and South America:

FCC Notice

- This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.
- This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.
- However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
  - Reorient or relocate the receiving antenna.
  - Increase the separation between the equipment and receiver.
  - Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
  - Consult the dealer or an experienced radio/TV technician for help.
  - Only the OLYMPUS-supplied USB cable should be used to connect the equipment to USB enabled personal computers (PC).

Any unauthorized changes or modifications to this equipment would void the user's authority to operate.

For customers in USA

Declaration of Conformity
Model Number: VN-541PC
Trade Name: OLYMPUS
Responsible Party: OLYMPUS AMERICA INC.
Address: 3500 Corporate Parkway, P.O. Box 610, Center Valley, PA 18034-0610, U.S.A.
Telephone Number: 484-896-5000

Tested To Comply With FCC Standards
FOR HOME OR OFFICE USE

This device complies with Part 15 of FCC Rules and Industry Canada licence-exempt RSS standard(s).
Operation is subject to the following two conditions:

(1) this device may not cause harmful interference, and
(2) this device must accept any interference received, including interference that may cause undesired operation.

For customers in CANADA

CAN ICES-3 (B)/NMB-3 (B)

OLYMPUS®

OLYMPUS CORPORATION

2951 Ishikawa-machi, Hachioji-shi, Tokyo 192-8507, Japan.

OLYMPUS AMERICA INC.

3500 Corporate Parkway, P.O. Box 610, Center Valley, PA 18034-0610, U.S.A.
Tel. 484-896-5000

Technical Support (USA):
24/7 online automated help:
http://www.olympusamerica.com/support
Phone customer support:
Tel.: 1-888-553-4448 (Toll-free)

Our phone customer support is available from
9 am to 9 pm (Monday to Friday) ET
http://www.olympusamerica.com/contactus
Olympus software updates can be obtained at:
http://www.olympusamerica.com/digital

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